

# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2

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*The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials, and facilities within the resources available to meet their informational, educational, and recreational needs.*

## MINUTES OF THE REGULAR MEETING

March 21, 2013 – 7:00 p.m.

Board Room

Present: A. Carruthers (Vice-Chair) S. Reilly  
A. Cook A. Rosts  
L. McDonald (Chair) M. Sendzik  
A. McEwen Councillor B. Williamson  
Councillor B. Phillips

Staff: A. Chiota A. Penfold  
D. Bott L. Stripnieks (Secretary)  
J. Foster D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on March 21, 2013 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

There were no additions or deletions to the Agenda.

#### 1.2 Adoption of the Agenda

**MOTION: 2013-12** THAT the Library Board adopt the agenda.

**MOVED BY:** A. Cook

**SECONDED BY:** A. McEwen

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Minutes of Inaugural Meeting

**MOTION: 2013-13** THAT the minutes of the Inaugural Meeting of January 24, 2013, be approved, a copy having been received by each Trustee.

**MOVED BY:** A. Rosts

**SECONDED BY:** S. Reilly

**MOTION CARRIED.**

#### 2.2 Minutes of Regular Meeting

**MOTION: 2013-14** THAT the minutes of the Regular Meeting of January 24, 2013 be approved, a copy having been received by each Trustee.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** Councillor B. Phillips

**MOTION CARRIED.**

3. **Business Arising**

3.1 **Library Signage** – L. Stripnieks.

The representation of the name of the library system (St. Catharines Public Library) and representation of its branches is consistent in all of our print publications and website. The CEO reviewed external signage for similar consistency. It was noted that the external signage for the Port Dalhousie Library should be changed from “Public Library Dalhousie Branch” to St. Catharines Public Library Port Dalhousie Branch. It is a painted sign. Staff will contact the City to discuss amending the sign. A. Cook enquired who would be responsible for the cost and L. Stripnieks confirmed this was the responsibility of the Library.

4. **Correspondence**

The Board received correspondence as at February 28, 2013.

A. Rosts referred to the letter of February 20<sup>th</sup> from the Historical Society of St. Catharines and enquired about the content of the “Upper Canada Sundries” microfilm. L. Stripnieks stated they contained historical data but could not be more specific. She will provide the Board with more detailed information.

A letter from the City of St. Catharines dated February 15, 2013 regarding Volunteer Recognition Nominations will be discussed under Item 6.4 of the Agenda.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he attended the OLA Super Conference along with A. Cook and A. Carruthers. He noted it was an excellent conference with a number of internationally known speakers. He also attended 2 programs at the Library – Tech Time, a drop-in computer class, and Home Staging, both of which provided valuable information.

The Chair reported that the sub-committee had met to discuss the CEO evaluation. This item will be discussed In-Camera.

The Chair also reported that he had discussed the Library Building Awards, donation and donor recognition ceremony with the CEO.

5.2 **Chief Executive Officer’s Report** – L. Stripnieks

L. Stripnieks reported that she and J. Foster had met with the City CAO on February 14<sup>th</sup> and the Corporate Communications Officer on February 28<sup>th</sup> to discuss the Donor Recognition Ceremony, Press Release, invitations, reception etc. A roll-out strategy was prepared (see Item 7.4.a).

The Municipal Performance Measurement Statistics were prepared and submitted to the City. The 2012 Annual Survey Statistics have been collated. The stats are a necessary in order to apply for the annual Provincial Grant. Staff are waiting for the Province to provide the online input form.

Circulation desks for the Merritt and Port Dalhousie Branches have been designed and staff are reviewing the plans. The desks will address accessibility customer service standards.

The CEO reported that the Management Committee has reviewed the implementation of an online book club and video gaming collection and information will be presented to the Board at the next meeting. Sunday staffing for Central and Grantham has been reviewed (see Item 6.3).

5.3 Health and Safety Report – J. Foster

J. Foster reported that management and union agreed to cancel the March 7, 2013 Joint Health & Safety Committee as there were no agenda items.

J. Foster also reported that the Ontario Electrical Safety Authority conducted their annual audit of the Centennial Branch. Two deficiencies were cited: 2 exterior electrical covers had been removed. Both deficiencies have been corrected.

Regular inspections of the Grantham Branch, Merritt Branch, Port Dalhousie Branch and 3<sup>rd</sup> Floor of the Centennial Library were carried out. A few minor deficiencies were noted and all have been corrected.

5.4 Branch Reports

The Board received the written reports for January and February, 2013.

A. Rosts enquired about the CD/DVD buffer, its use and utility and L. Stripnieks provided an update. A. McEwen enquired if a trend had been noticed in patrons visiting the new Grantham Branch rather than the Central Library. L. Stripnieks stated it was too early to tell and this would have to be reviewed long term. A. Chiota, Manager, Branch Services reported that at the end of December approximately 10% to 15% of the patrons using the branch were outside the Grantham catchment area. Councillor B. Phillips noted that according to the statistics for January 2013, the gate count for Grantham was up 19.2% over January 2012, and the overall gate count for the system January 2012 compared to January 2013 was up 4.8% system wide.

5.5 Facilities – J. Foster

J. Foster reported that discussions had taken place with the architect and contractor regarding the accessibility upgrades to be carried out at the Centennial Library and Port Dalhousie Branch. It is anticipated that work on the accessibility upgrades will start in May.

He also noted that the Library is in the process of changing out the information desks at Port Dalhousie and Merritt. This work will probably take place in May.

An update on the glass replacement program will be discussed under Item 6.5.

5.6 Finance

5.6(a) Schedule of Accounts – Reports 1 and 2

Board members reviewed Reports 1 and 2 and a conflict of interest was declared by A. Cook, A. Carruthers and L. McDonald.

A. Rosts requested clarification of Cheque No. 10662 issued to Canadian Institute of Chartered Accountants. J. Foster reported that this was for a subscription renewal to CA Magazine

A. Rosts requested clarification of Cheque No. 10660 issued to Taxitab. J. Foster reported that this was for the delivery of the Board packages.

**MOTION: 2013-15** THAT the first report recommending payment of accounts and salaries in the amount of TWO HUNDRED FORTY-FOUR THOUSAND, TWO HUNDRED THIRTY-SEVEN DOLLARS & FIFTY-NINE CENTS (\$244,237.59) be received and approved.

**MOVED BY:** A. McEwen

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

**MOTION: 2013-16** THAT the second report recommending payment of accounts and salaries in the amount of TWO HUNDRED TWENTY-EIGHT THOUSAND, NINE HUNDRED NINETY DOLLARS & FIFTY-FIVE CENTS (\$228,990.55) be received and approved.

**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts – J. Foster

As at January 31, 2013: With 8% of the year elapsed the statement shows: revenue received – \$356,781; expenditures – \$148,272.

As at February 28, 2013: With 17% of the year elapsed the statement shows: revenue received – \$762,717; expenditures – \$863,827. J. Foster noted that the 2012 surplus of \$132,001 will be rolled over once the 2012 Audit is complete and adjusting entries will be posted to the General Ledger.

5.6(c) Endowment and Trust Fund Statement –

As at January 31, 2013: The statement shows a balance of \$840,894 made up as follows: opening balance – \$820,215; donations – \$20,248; interest income – \$431: current assets – \$840,894: YTD encumbered – \$241,280; YTD unencumbered – \$599,614.

As at February 28, 2013: The statement shows a balance of \$842,145 made up as follows: opening balance – \$820,215; donations – \$20,454; interest income – \$1,476: current assets – \$842,145: YTD encumbered – \$261,450; YTD unencumbered – \$580,695.

Councillor B. Phillips requested clarification on donations for naming rights. J. Foster explained that this type of donation would roll back into the Endowment & Trust Fund.

A. Rosts noted that interest income was much higher in February and J. Foster reported this was the result of a GIC maturing.

A. Rosts requested clarification of the Encumbered Amount. J. Foster reported these were donations specifying the monies be used for the purchase of books and materials.

5.6(d) Report on Short-Term Investments

As at January 31, 2013: The report shows a balance of \$1,008,767 made up as follows: \$450,482 due June 21, 2014 invested with Ontario Savings Bonds; \$336,726 due February 13, 2013, invested with a TD Bank GIC; and \$221,559 due February 13, 2013, invested with a TD Bank GIC.

As at February 28, 2013: The report shows a balance of \$1,063,337 made up as follows: \$450,482 due June 21, 2014 invested with Ontario Savings Bonds; \$338,276 due June 13, 2013, invested with a TD Bank GIC; \$222,579 due June 13, 2013, invested with a TD Bank GIC; and \$52,000 due June 13, 2013, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at February 28, 2013

The report shows a balance of \$7395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Williamson reported that the old fire hall on Brock Street in Port Dalhousie is currently used for seniors' programs and its long term use is being reviewed. Discussion took place regarding the lack of an accessible washroom at Port Dalhousie Branch and whether Library patrons could use facilities in the fire hall. Councillor B. Williamson will make further enquiries with city staff.

6. New Business

6.1 Inventory – L. Stripnieks

The Board received a written report. In May 2012 the Library began an inventory of the entire collection which was completed at the end of August 2012. A total of 2,937 items or .8% of the collection was listed as missing.

A. McEwen questioned how this loss rate compared to other libraries and were there concerns about the loss rate. The CEO noted that based on collection size it was a small loss rate. Staff have reviewed the missing title reports and have indicated they would not consider replacing the majority of titles. Comparisons were not made with other libraries for a variety of reasons including the following: some libraries have security systems, some don't; some libraries do inventories, some don't; some libraries in addition to security systems check all bags, some don't; placement of stairwells and elevator also affects security. For these reasons it would be difficult to find a good comparator. It was noted that materials are declared lost or missing throughout the year and after a period of 6 months if they have not been found these items are removed from the catalogue. Going forward, missing items removed from the catalogue will be tracked on a quarterly basis.

6.2 Library Building Awards – L. Stripnieks

The Board received a written report. The CEO stated the architects have agreed to the submission and they will put the package together, since they have most of the data required. The CEO will provide the "Statement from the Library" and overall cost, as well as pictures of the back-of-house areas.

6.3 Sunday Openings at Grantham – L. Stripnieks

L. Stripnieks reported that the Library did not have confirmation from the city, but we understand that the 2013 operating budget was approved by Council.

L. Stripnieks reported that the Grantham Branch could potentially open on Sunday, April 7, 2013, but would close after only 5 Sundays of service since it would emulate Sunday openings at Central (October to May). Staff believes that opening for 5 Sundays only would be confusing to the public. The Board agreed. Staff recommend opening on Sundays in the Fall. This would give adequate notice to the public and give the Library time to organize the staffing schedule.

Discussion ensued regarding the start-up date. Councillor B. Williamson questioned how the Library would reconcile funds if Sunday openings did not commence until the fall. J. Foster indicated that an annual cost was set in the budget and the Library would rollover any funds not used into the City's contribution for Sunday hours this year to the next year.

**MOTION: 2013-17** That the Library Board approve opening the Library Branch in the Aquatic Centre on Sundays commencing in the Fall.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

6.4 Volunteer Recognition – L. Stripnieks

L. Stripnieks reported that the City will be hosting the 25<sup>th</sup> Annual Volunteer Recognition Night on April 16, 2013. In response to the City's call for nominations, staff recommend 5 Visiting Library Service volunteers who have never been recognized: Ted Bradley, Liz Fast, Nancy Needham, Helen Self and Annette Urlocker; along with any other names the Board wishes to put forward. The CEO noted that all Board members have been previously nominated.

**MOTION: 2013-18** THAT the Library Board approve the following nominations for the City of St. Catharines 25<sup>th</sup> Annual Volunteer Recognition Night: Ted Bradley, Liz Fast, Nancy Needham, Helen Self and Annette Urlocker.

**MOVED BY:** A. McEwen  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

6.5 Glass Replacement Program – J. Foster

The Board received a written report. Staff recommends that approval be granted by the Library Board to retain the services of Niagara Glass for the completion of the glass replacement on the second and third floors of the Centennial Library, at a cost of \$53,960 (excluding HST).

**MOTION: 2013-19** THAT the Library Board approve the expenditure of \$53,960.00 (excluding HST) as submitted by Niagara Glass Ltd. for the Centennial Library Second and Third Floor Glass Replacement Program.

**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** M. Sendzik  
**MOTION CARRIED.**

6.6 Business For Next Meeting

No business for next meeting.

6.7 Informational Items

Informational materials were included in the Board package.

7. **In-Camera Business**

The meeting moved In-Camera at 8:10 p.m.

- 7.1 Motion to Move In-Camera.
- 7.2 Adoption of In-Camera Agenda.
  - 7.2(a) Additions/Deletions to the Agenda.
  - 7.2(b) Adoption of In-Camera Agenda.
- 7.3 Minutes of In-Camera Meeting.
  - 7.3(a) In-Camera Meeting – January 24, 2013.
- 7.4 Business Arising
- 7.5 Correspondence
- 7.6 New Business
- 7.7 Return to Open Session

The meeting returned to Open Session at 9:14 p.m.

8. **Business Arising From In-Camera Meeting**

No business arising from the In-Camera meeting.

9. **Motion to Adjourn**

**MOTION: 2013-25**            THAT the meeting be adjourned.  
**MOVED BY:**            A. McEwen  
**SECONDED BY:**        A. Rosts  
**MOTION CARRIED.**

The meeting adjourned at 9:15 p.m.

10. **Date and Time of Next Meeting**

Thursday, April 18, 2013 at 7:00 p.m.